



Republic of the Philippines  
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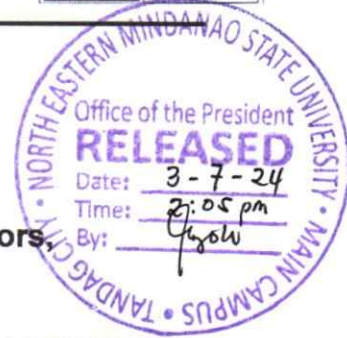
**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 03 - 015, s. 2024

**TO: Vice Presidents, Campus Directors, Deans, Directors,  
Unit/Office Heads, All others concerned**

**SUBJECT: ISSUANCE OF MEMORANDUM FOR UNIVERSITY ACTIVITIES**

**DATE: March 7, 2024**



In consonance with the ISO 9001:2015 standards for the Quality Management System (QMS), it is hereby mandated that all activities to be conducted by the University, regardless of scope or scale, must be accompanied by a memorandum issued by the appropriate authority.

Failure to secure a memorandum for the conduct of any activity shall signify a lack of authorization to proceed with said activity.

The Office of the President shall exclusively issue memoranda for University activities of systemwide scope.

Conversely, activities with a campus-level or localized scope shall be granted a memorandum from the Office of the Campus Director.

For activities spearheaded by Units or Offices other than the Office of the President or Campus Director, the concerned Unit or Office shall prepare the memorandum, which the respective head of the Unit or Office must countersign before the President or the Campus Director signs it.

This memorandum is effective immediately and is to be strictly adhered to by all staff and faculty members.

Thank you for your attention to this matter.

  
**NEMESIO G. LOAYON, PhD**  
SUC President